

Student Work Experience Checklist

A work experience gives you the opportunity to have a real job doing productive work with an employer. Through this experience, you will develop and have the chance to demonstrate professional and occupational skills by addressing a core business function.

You'll also be able to ask questions, practice professional behavior, learn and demonstrate new skills, and become more comfortable communicating with adults.

Before the Work Experience ...

- ✓ Fill out and turn in any required forms.
- ✓ Meet with faculty and program staff to discuss what you want to get out of the work experience. Identify specific learning objectives.
- ✓ Do some research on the host company and the job. Check out their website and learn as much as you can about the company's history, what they do and how it impacts your community.
- ✓ Research the dress code at the workplace and do your best to mirror it.
- ✓ Make sure you have transportation taken care of to and from the place of business.

During the Work Experience ...

- ✓ Dress appropriately and arrive on time.
- ✓ Make sure you understand your job assignment and tasks, and don't be afraid to ask questions.
- ✓ Follow through with the goals you set for yourself.
- ✓ Work on your communication skills, including active listening. Always be respectful.
- ✓ Observe and reflect how people act in the workplace. Put your electronics away until the end of your shift each day.
- ✓ Ask your supervisor if he or she would be willing to provide you with a reference after the job is over. Thank them the work contacts for the experience.

After the Work Experience ...

- ✓ Reflect on the experience. Talk with classmates and faculty and think about your level of interest in pursuing a career in that industry.
- ✓ Participate in classroom or program activities that help you think about the value of the work experience.
- ✓ Update your resume and think about next steps in moving your career forward.
- ✓ Send a follow-up email thanking the employer/supervisor for his or her time.
- ✓ Ask your supervisor if you can use him/her as a reference.
- ✓ Complete the evaluation form.

Getting Ready for Your First Day

- ✓ Map out employer location and make plans to get there 10 minutes early.
- ✓ Dress professionally.
- ✓ Bring your ID and any other forms that you need.
- ✓ Know the name of your supervisor and who to ask for when you get there.